



Check Request Form

TEXAS WOMAN'S
UNIVERSITY™

Instructions

A Check Request Form may be used for:

- Filing and licensing fees
- Postal services/postage
- Registrations when PCard is not accepted
- Individual Student Travel
- Prospective Employee Travel
- Food Purchases - Food Justification Form must be attached unless food is used for research in a lab/classroom or is for consumption by animals.

A Check Request Form may not be used for:

- Memberships
- Purchases over \$5,000*
- Employee Travel**
- E&G - Fund Class 110 chart of account strings
- Student Scholarships/Stipends related to tuition & fees
- Reimbursements to employees when personal funds are used**

Payment using a Check Request form shall be processed if the following conditions are met:

- Account(s) have funds available
- Form has printed name and signature for the Preparer and Department Approver
 - Look up current Department Approvers [here](#) (under the Dept Approver tab)
 - Preparer and Department Approver must not be the same individual
- Department Head review and signature may be required due to the organizational structure of the department. It is up to the department to communicate and enforce that requirement.
- Office of Research & Sponsored Programs review and signature is required if using a fund 19 grant account
- Financial Aid review and signature is required if the Payee is a student
- Divisional Vice President review and signature is required.
- Vice President for Finance & Administration review and signature is required if proper Procurement policies have not been followed or if the amount is greater than \$5,000

Initiating departments should input the supplier number for the Payee.

- Look up supplier numbers by running the Supplier Report in Oracle Cloud
 1. In Oracle Cloud, use the navigator or the hamburger menu on the left, to open Tools.
 2. Click Reports and Analytics. Be sure the filter says all types. In the search box (may say favorites), type "active suppliers."
 3. Click the search icon. Locate the *TWU Active Suppliers With Contact Info Report.xdo* in the */shared/Custom/Reports/Purchasing* folder.
 4. Click the report title to download the Excel file. Note: This will take you into a new tab, OTBI (Oracle Transactional Business Intelligence platform).
- If there is no supplier number for the Payee, the Payee must submit their info in the [supplier portal](#).

To expedite the processing of a check request, the initiating department should:

- Carefully review that the check request is complete.
- Obtain appropriate signatures and confirm that all relevant supporting documentation is included.
- Email the Check Request and supporting documentation to TWUPayables@twu.edu.

The check request will be returned to the preparer if: information is incomplete, funds are not available in the account, or the purchase is not in compliance with State and/or TWU purchasing policies and guidelines.

Please allow up to 5 business days for Accounts Payable to properly process.

**Some exceptions may apply at the discretion of Financial Services*

***Reimbursement requests are processed through Concur*

Financial Services • Support Annex • Denton, TX 76204 • P: (940) 898-3537 • F: (940) 898-3520

Revised 03/24

Check Request



TEXAS WOMAN'S
UNIVERSITY™

**Is Payee a TWU student? Yes No

Payee Information		Special Handling
Date:		
Name:		
Address:		
City, State, Zip:		
Supplier #:		

Description

Departmental Account Information									
<u>Fund Class</u>	<u>Fund Source</u>	<u>Department</u>	<u>Natural Account</u>	<u>Function</u>	<u>Project</u>	<u>Interfund</u>	<u>Future 1</u>	<u>Future 2</u>	<u>Amount</u>
Check Total									

Authorized Signatures (*Required for Financial Services processing)	
* Preparer Name/Title/Phone: (type or print)	Signature/Date:
* Department Approver: (type or print)	Signature/Date:
<i>Authorizer: I certify that I have reviewed the claims associated with this payment request, have found them to be in compliance with TWU policies, and authorize payment from the account indicated.</i>	
Department Head: (type or print)	Signature/Date:
ORSP (all 19 grant accounts):	Signature/Date:
**Financial Aid (if payee is a student):	Signature/Date:
* Vice President: (type or print)	Signature/Date:
Vice President for Finance & Administration:	Signature/Date:

Once completed, scan and email form as an attachment to TWUPayables@twu.edu

Financial Services:	Signature/Date:
---------------------	-----------------